

Monday, January 27,

14

The Bainbridge Township Board of Trustees met in regular session at the Bainbridge Town Hall on January 27, 2014. Those present were trustees Mrs. Lorrie Sass Benza, Mr. Christopher Horn, and Mr. Jeffrey S. Markley and Fiscal Officer Mrs. Cherianne H. Measures. Mrs. Benza presided and called the meeting to order at 6:00 P.M.

EXECUTIVE SESSION

Mrs. Benza made a motion to go into executive session to discuss the discipline of a public employee, per Ohio Revised Code Section 121.22(G)(1).

Mr. Markley seconded the motion that passed unanimously.

The trustees recessed their regular meeting at 6:03 P.M. in order to go into executive session.

The trustees returned from executive session, after discussing the employment of a public employee, reconvening their regular meeting at 6:17 P.M.

WORK SESSION

Peggy Tampson, Future Sculpting

Mrs. Benza recapped the purpose for bringing in Future Sculpting was to evaluate and improve employee satisfaction within the township.

Ms. Tampson discussed ways to gather the requested information in a constructive yet controlled environment in order to channel any frustrations into identifying and solving any perceived problems or issues.

Ms. Tampson explained that the trustees will need to decide the overall goal for the project. The trustees would like to receive input from the employees in a nonthreatening way regarding ways to improve both the working environment and image of Bainbridge Township and how to move Bainbridge Township into the future.

Ms. Tampson will introduce the project to the various departments, employees and the public and will seek volunteers to participate in the project. The introduction meetings will be held on Friday, February 14th at 2:00 P.M. at the Police Station, on Monday, February 17th at 7:00 P.M. at the Fire Station, on Monday, February 17th at 8:00 P.M. at the Town Hall and on Tuesday, February 18th at 11:00 A.M. and 1:00 P.M. at the Town Hall.

The focus groups will meet soon after the project is introduced to complete the mind maps, which are a tool to gather information from specific groups. There will be eight mind maps total, one for each of the following groups: elected officials, department heads, administrative assistants, police employees, fire employees, service employees, general other employees, and the public.

Items to be reviewed will include historical operating procedures that were successful, the challenges of today as well as the future impacts on the township. In order for the project to be successful, measurable outcomes need to be determined and action teams will need to be established in order to implement the recommended changes.

Ms. Tampson will provide an outline and schedule to the trustees at her earliest convenience.

Monday, January 27,

14

DEPARTMENTAL REPORTSFIRE DEPARTMENT

Chief Brian Phan presented the monthly report for the Fire Department for the month of December, 2013.

Chief Phan stated that 2013 has been the busiest year ever. He reminded the public to be careful in the extreme weather...if you go out, make sure you bundle up and travel safely. When using space heaters, be careful to keep combustible items a safe distance away from the heater and make sure that the cords are free from damage.

Mr. Horn thanked all of our service employees – fire, police, and roads – for working in brutal conditions to serve our residents and do their jobs while the rest of us are advised to stay inside.

POLICE DEPARTMENT

Chief Jon Bokovitz presented the monthly report for the Police Department for the month of December, 2013.

Chief Bokovitz advised that the number of calls for his department has actually gone down this past year. He also advised the public to be careful when traveling in the severe weather, reminding us of the importance of maintaining our vehicles from the tires to keeping gas in the tank.

Chief Bokovitz also reminded those in attendance of the next Citizens Police Academy that will begin in September. If interested in attending, please call the police station to reserve your place in the class.

PRESENTATION BY GUEST

Alan Weilacher, Morgan Stanley Smith Barney

Mr. Alan Weilacher, with Morgan Stanley Smith Barney, presented the trustees with the status and composition of the township's investment accounts. He also reviewed the historical maturity schedule of having twenty percent of the moneys maturing each year over a five-year period. Over the past few years, with the suggestion to spend down the funds by the budget commission, the investments have had much shorter maturity periods. The current maturity timeline was reviewed. Mr. Weilacher is proud of the fact that the township has never lost money on an investment. Even when the economy was at its worst, because we were able to keep the investments until maturity, the township did not incur any losses. The economy is starting to turn around, as is evident by the 10-year treasury yield doubling from July of 2012 to July of 2013. There is a long way to go, but at least it is headed in the right direction.

The trustees should determine the projects needed and a timeline with which to complete the projects in order to allow Mr. Weilacher to make the appropriate transactions on behalf of the township.

PUBLIC COMMENTS

None

Monday, January 27,

14

FISCAL OFFICE – NEW BUSINESS

Purchase Order Approval

Mr. Markley made a motion to approve the purchase order list as prepared by the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

The list as presented is as follows:

Purchase Order Approval Requests

1. K-Tech Specialty Coatings, Inc. – Beet Heat Concentrate – \$6,390.00 (Roads)
2. McMaster Carr – Storage Rack Units for Cold Storage – \$5,868.81 (Roads)
3. Chagrin/SE COG – 2014 Membership for the Chagrin/Southeast Hazardous Materials Response Team – \$3,500.00 (Fire)
4. Kiesler Police Supply – Ammunition Stock – \$1,075.00 (Police)
5. Sargent & Associates – Professional Services for Pending Litigation – \$1,250.00 (General)

FIRE DEPARTMENT – OLD BUSINESS

Fire Station Update

Mrs. Benza gave an update of the issues with the gas line into the new fire station. Once the township had the right contact information, Dominion East Ohio was very responsive. Mr. Markley advised to keep both the builder and architect in the loop as the issue is handled.

Charitable Donation Agreement

Mr. Horn made a motion to approve and authorize the Fire Chief to execute the Charitable Donation Agreement between Bainbridge Township and University Hospitals, per the recommendation of the Fire Chief.

Mrs. Benza seconded the motion that passed unanimously.

FIRE DEPARTMENT – NEW BUSINESS

Leave of Absence Request

Mr. Markley made a motion to approve the requested leave of absence from Firefighter Steven Conti for the next nine months, per the recommendation of the Fire Chief.

Mrs. Benza seconded the motion which passed unanimously.

Change of Job Classification

Mr. Markley made a motion to approve the change of job classification for Firefighter David Cooley from EMT-B/Grade A to EMT-P/Grade C at \$20.35 per hour effective January 11, 2014, per the recommendation of the Fire Chief.

Mrs. Benza seconded the motion that passed unanimously.

Monday, January 27,

14

POLICE DEPARTMENTProfessional Training Request

Mr. Horn made a motion to approve the professional training request for Patrolman John Ross to attend a Radar/LiDar Instructors course at OPATA in London, Ohio from February 10 – 14, 2014 at a cost of \$75.00, per the recommendation of the Police Chief.

Mr. Markley seconded the motion that passed unanimously.

SERVICE DEPARTMENT – OLD BUSINESSBissell House Lease Agreement

Mr. Horn explained that the Historical Society has stated that they will make semi-annual payments to the township in the amount of \$250.00 each for a total annual contribution of \$500.00 to assist with the utility expenses at the Bissell House. The lease agreement will be revised accordingly for the fiscal year July 1, 2014 to June 30, 2015.

Aurora Co-Op Preschool

Based on conversations between the trustees and representatives from the Aurora Co-Op Preschool, the school is interested in a lease term of more than one year, perhaps a three to five year lease.

Mr. Markley expressed his concerns regarding a long-term lease when the township does not have a clear plan for Centerville Mills Park.

Contract Water Operator

Mr. Horn made a motion to approve a purchase order for Glenn's Property Services in the amount of \$12,000.00 for the monthly water testing at the required township facilities, per the recommendation of the Property Superintendent.

Mr. Markley seconded the motion that passed unanimously.

Fourth of July

The trustees would like to wait to make a decision on this event until the January 31st deadline has passed to see if any additional volunteers express an interest in this committee.

SERVICE DEPARTMENT – NEW BUSINESSAnnual Township Highway System Mileage Report

The trustees certified the Annual Township Highway System Mileage report from the Director of Transportation that the total eligible number of miles for Bainbridge Township in Geauga County to be 83.754 as of January 1, 2014.

Monday, January 27,

14

Town Hall Kitchen

After an impromptu walk through, it will be necessary for the board to determine the level at which the Town Hall kitchen should be used. This will be discussed at the special meeting to be held on Monday, February 17th.

TOWN HALL – OLD BUSINESS

Cell Tower Lease Agreement

Mrs. Benza made a motion to approve the Cell Tower Lease Agreement Easement as presented to the board, per the approval of legal council.

Mr. Markley seconded the motion that passed unanimously.

Memorandum of Understanding between Bainbridge Township and Teamsters

Mr. Markley made a motion to approve the Memorandum of Understanding between Bainbridge Township and Teamsters Local 436, per the recommendation of legal council.

Mrs. Benza seconded the motion that passed unanimously.

TOWN HALL – NEW BUSINESS

Request for Qualifications

The trustees discussed the need to request qualifications for the few remaining projects within the township. The trustees decided to refine the project list first, then look at the design-build process, which will need to be approved in the near future.

Professional Training Request

Mr. Markley made a motion to approve the professional training request for Fiscal Officer Mrs. Measures, Bookkeeper Mrs. Tammy Most and Bookkeeper Ms. Bobbie Nichols to attend the Local Government Officials Conference in Columbus, Ohio March 5-6, 2014 at a total cost of \$1,453.24 for annual training for financial officers of townships and villages, per the recommendation of the Fiscal Officer.

Mrs. Benza seconded the motion that passed unanimously.

ZONING DEPARTMENT – OLD BUSINESS

Zoning Resolution Update

The Zoning Department is busy reviewing the modules that have been presented.

Monday, January 27,

14

ZONING DEPARTMENT – NEW BUSINESS

Moving Ohio Forward Program Statewide Phase II

The Ohio Attorney General's office has announced a second phase to the Moving Ohio Forward Project. Discussions will need to be held to determine if Bainbridge Township will continue to be the Lead Entity for Geauga County.

CHECKS DATED JANUARY 14, 2014 THROUGH JANUARY 27, 2014

The trustees examined and signed checks and electronic payments dated January 14, 2014 through January 27, 2014 consisting of warrants 20810 through 20885 for a total amount of \$317,195.74, including payroll for December 28, 2013 through January 10, 2014 in the amount of \$145,005.63.

NOTE: A register of said checks is attached to, and becomes a permanent part of these minutes.

CORRESPONDENCE

- Bainbridge Township Zoning Commission Meeting Minutes from December 10, 2013
- Bainbridge Township Board of Zoning Appeals Meeting Minutes from December 19, 2013
- CASA for Kids of Geauga County Volunteer Recruitment Email
- South Franklin Circle Dialogue Presentation Announcement
- Gauga Co. Planning Commission Acceptance of Stoneridge of Geauga, Phase 9 Final Plat
- Chagrin Arts 2014 Performing Arts Series Announcement
- Gauga County Auditor Temporary Appropriation Approval

Since there was no further business to come before this meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 8:36 P.M.

Respectfully Submitted,

Cherianne H. Measures,
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____